

Public Sector Campaign Speaker Request Form

Please complete this form to request an agency speaker

Fax: (402) 441-6088 Or Email: sborecky@unitedwaylincoln.org

If you need to schedule more than one meeting, please copy this form

This form must be submitted five (5) business days prior to the employee meeting(s)

Questions? Please call Starlet at (402) 441-7176

Date of Meeting: _____ **Arrival Time:** _____

Public Sector Entity Requesting Meeting: _____

Coordinator: _____ Meeting Time : _____

Phone: _____ Contact number prior to meeting: _____

Fax: _____ Email: _____

Address of meeting: _____

Special directions to meeting site: _____

Where does speaker park? _____

Where does speaker check in? _____

Security clearance required? YES NO If Yes, explain protocol: _____

Expected attendance: _____

Requests (topic, speaker): _____

Date submitted: _____

To be completed by United Way Staff scheduling speaker:

Scheduled speaker: _____

Agency: _____

Phone: _____ Cell: _____

Email: _____

Federation Representative: _____

Federation Representative Cell Number: _____

Scheduled by: _____ Date: _____